

LAMORINDA FEE AND FINANCING AUTHORITY (LFFA) MEETING AGENDA

Monday, December 4, 2023, 2:40 PM

City of Orinda
22 Orinda Way, Orinda, CA 94563
Sarge Littlehale Community Room

AGENDA

1. **Call to Order the Lamorinda Fee and Financing Authority (LFFA)**
2. **Roll Call**
3. **Adoption of the LFFA Agenda**
4. **Public Comment**
5. **Consent Calendar:**
 - a. July 10, 2023, Minutes.
Recommendation: Approve.
 - b. September 14, 2023, Minutes.
Recommendation: Approve.
6. **New Business:**
 - a. FY 2023/24 Annual Transportation Fee Adjustment
Recommendation: Accept report
7. **Old Business:** None.
8. **Adjourn LFFA Meeting to Monday, January 8, 2024, 1:45 p.m.**

I, Sivakumar Natarajan, City Engineer, declare under penalty of perjury under the laws of the State of California that this regular meeting agenda has been posted at least 72 hours in advance at the Orinda City Hall, 22 Orinda Way and the Orinda Library, 26 Orinda Way.

Lamorinda Fee and Financing Authority

Location of Agendas and Agenda Packets: Agendas and packets are available for review by the public by following this link: <https://swatcommittee.org/lffa-meetings/> and during regular business hours at the Orinda City Hall, 22 Orinda Way, Orinda, CA 94563. Agendas and packets shall be made available at least 72 hours in advance of regular meetings and 24 hours in advance of special meetings.

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LAMORINDA FEE AND FINANCING AUTHORITY (LFFA) MEETING AGENDA

Monday, July 10, 2023, 2:20 PM

City of Orinda
22 Orinda Way, Orinda, CA 94563
Sarge Littlehale Community Room

AGENDA

1. **Call to Order the Lamorinda Fee and Financing Authority (LFFA)**
Chair Gee called the meeting to order at 2:22 p.m.
2. **Roll Call**
LFFA members present: Chair Darlene Gee, Orinda; Vice-Chair Renata Sos, Moraga; Board member Suzanne Candell, Lafayette

Staff present: Sivakumar Natarajan, Orinda, Bret Swain, Moraga, Mike Moran, Lafayette
3. **Adoption of the LFFA Agenda**
Candell moved, Sos seconded, Unanimously approved.
4. **Public Comment**
None.
5. **Consent Calendar:**
 - a. March 6, 2023, Minutes.
Recommendation: Approve.
Sos moved, Candell seconded. Unanimously approved.
6. **New Business:**
 - a. Discuss agreement with CCTA for the smart signals and community funded signals upgrade projects.

Recommendation: Receive verbal report and provide direction to staff.

Staff recommendation
The purpose of the project is to upgrade signals in Lafayette, Moraga, & Orinda (Lamorinda).

Lamorinda Fee and Financing Authority

Lamorinda will compose the finance agreement between Lafayette, Moraga, Orinda & LFFA.

The agreement will cover financial match required by CCTA.

Funding source to be Development Fees collected, which must be used within a certain time frame.

The development fees balance is currently about \$1.6M, more than enough to cover Lamorinda's matching requirements.

This project qualifies to be used under a JPA

LFFA Board Chair only needs to sign and approval.

Each City will have signature sheet included in agreement signed by City.

The agreement will be for the purpose of funding only.

Project budget includes contingency, but there will likely be additional cost increases such as change orders.

Clarify in agreement that City and CCTA coordination will be the responsibility of LPMC

Separate agreement likely to be established between Lafayette, Moraga, Orinda, & LPMC. The agreement will be for the technical staff to manage the execution of the design, bid, and construction phase of the project.

Clarifications & Directions:

How will change orders be addressed?

Change orders won't be a factor until the design phase of the project.

Siva will confirm if each City's council needs to ratify agreement or just be made aware of the agreement.

Future agreements: O&M which will be City specific.

Current Agreement: Funding & Design

Design cost will be split proportionally between 3 agencies

bid and construction to be detailed and broken out by intersection to organize and manage construction costs.

LFFA encourages staff to compose a detailed agreement to minimize interagency conflicts.

Staff is requesting LFFA approve \$10k per City to hire independent contractor to manage project such as DC electric.

Staff is awaiting response from CCTA on whether Cities can allocate funds to staff time as well, outstanding question to CCTA.

LFFA agrees Cities should hire an outside contractor.

No public comment

7. **Old Business:** None.

8. **Adjourn LFFA Meeting to Monday, August 7, 2023, 1:45 p.m.**

Lamorinda Fee and Financing Authority

I, Sivakumar Natarajan, City Engineer, declare under penalty of perjury under the laws of the State of California that this regular meeting agenda has been posted at least 72 hours in advance at the Orinda City Hall, 22 Orinda Way and the Orinda Library, 26 Orinda Way.

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**LAMORINDA FEE AND FINANCING AUTHORITY (LFFA)
SPECIAL MEETING AGENDA**

Thursday, September 14, 2023, 8:30 AM

City of Orinda
22 Orinda Way, Orinda, CA 94563
Sarge Littlehale Community Room

LFFA SUMMARY MINUTES

1. Call to Order the Lamorinda Fee and Financing Authority (LFFA)

Vice Chair Sos called the meeting to order at 8:35a

2. Roll Call

LFFA members present: Vice Chair Renata Sos, Moraga and Board Member Teresa Geringer, Lafayette.

Chair Darlene Gee is absent.

Staff present: Siva Natarajan, Orinda; Shawn Knapp, Moraga; Patrick Golier, Lafayette; Jennifer Wakeman, Lafayette.

3. Adoption of the LFFA Agenda

Geringer Moved, Sos seconded. Motion Approved 2-1. Gee absent.

4. Public Comment

None.

5. Consent Calendar: None

6. New Business:

- a. Approve Lamorinda Development Mitigation Fee Program Funds Disbursement; Authorize Technical Advisory Committee Staff to Designate Lead Staff; and Approve Individual agency budget for Signal Project Design Support.

Recommendation: Authorize LFFA Treasurer to Disburse Funds under Current Fee Program to each Member Jurisdiction for use towards the Countywide Smart Signals Project and the Community Funded Signals Upgrade Project; Authorize Technical Advisory Committee Staff to Designate Lead Staff to Coordinate with Contra Costa Transportation Authority (CCTA) and their Consultants; and Approve individual agency disbursement of \$25,000 for Signal Project Design Support under City or Town Manager or Assigned Designee Authority.

Lamorinda Fee and Financing Authority

Siva Natarajan presented on behalf of staff requesting disbursement of funds under LFFA community funds program towards the Signal Upgrades Project in Lamorinda Area.

LFFA discussed project in 2019 and agreed this is a good project for LFFA Community Funds.

11.47% match contribution required from all 3 City's collectively.

Staff is requesting LFFA approve an additional \$25,000 per agency for staff technical support because neither of the City's have a traffic engineer to manage project. Funding will cover subcontractor to act as liaison between staff and contractor. DC Electric will likely fulfill the technical advisory role.

Community fund has a projected net balance of \$1.59M.

This funding is separate from monies each City has saved in their personal budgets

Of the development fees each City collects, 50% is retained by the City and 50% is allocated to the LFFA Community fund for regional projects.

Funds must be used within 5 years. We are in year 4.

Next Nexus study: TBD

Housing elements might affect Nexus rate structure.

Gerringer moved, Sos seconded. Motion Approved 2-1. Gee absent

No public comment

Shawn Knapp informed LFFA that staff has been working with each agency's Attorney's office on an agreement for each CCTA project on the concept of having 1 agreement for all CCTA projects.

City/Town Attorneys recommend that each agreement goes to each agency's Council for approval for bringing CCTA agreement for smart signal.

Will be presented to council soon for consideration. LFFA requests update on timeline after council approval.

7. Old Business: None

8. Adjourn LFFA Meeting.

I, Sivakumar Natarajan, City Engineer, declare under penalty of perjury under the laws of the State of California that this special meeting agenda has been posted at least 72 hours in advance of regular meetings and 24 hours in advance of special meetings at the Orinda City Hall, 22 Orinda Way and the Orinda Library, 26 Orinda Way.

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Lamorinda Fee and Financing Authority

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Lamorinda Fee and Financing Authority

December 4, 2023

To: LFFA

From: LFFA-Technical Advisory Committee

Subject: Annual Transportation Mitigation Fee Adjustment

STAFF RECOMMENDATION: LFFA-TAC Staff recommends that the Lamorinda Fee and Finance Authority (LFFA) accept the report on the Annual Transportation Mitigation Fee Adjustment.

BACKGROUND: In June 1998, the Cities of Lafayette and Orinda, and the Town of Moraga authorized a Joint Exercise of Power Agreement (JEPA). The LFFA was created to implement the requirements of the Growth Management Program element of the Measure C Sales Tax Program. Specifically, the Growth Management Program established a development mitigation program to ensure that new growth paid its share of the costs of regional impacts associated with such growth. The LFFA established a Lamorinda traffic mitigation fee program as its mitigation program. The fees are supposed to be adjusted yearly and the JPA provides for an adjustment effective January 1, of each year based on the amount of the increase in the Engineering News-Record Construction Cost Index for the San Francisco Bay Area for the period ending September 30th. The 2023/24 fee adjustment is based on this index and equals 2.69%. The change in fee for each land use category is summarized below:

**Lamorinda Transportation Impact Fee
2023/24 Fee Adjustment ENR Construction Cost Index**

	CCI Index	Inflation Factor [C] = [B]/[A]	
September 2022 [A]	15083.26		
September 2023 [B]	15489.7	1.026946429	2.69%

Fee	2022 Rate [D]	2023 Rate [E] = [C] x [D]	2024 Total Item Fee
Single Family			
Regional	\$ 4,912.73	\$ 5,045.11	\$ 10,090.22
Local	\$ 4,912.73	\$ 5,045.11	
Multiple-Family or second unit			
Regional	\$ 3,438.71	\$ 3,531.37	\$ 7,062.74
Local	\$ 3,438.71	\$ 3,531.37	
Multiple Family Transit Oriented Development			
Regional	\$ 1,822.75	\$ 1,871.87	\$ 3,743.74
Local	\$ 1,822.75	\$ 1,871.87	
Non-residential			
Regional Local	\$ 5.25	\$ 5.39	\$ 10.78
Local	\$ 5.25	\$ 5.39	
Other			
Regional	\$ 540.68	\$ 555.25	\$ 1,110.50
Local	\$ 540.68	\$ 555.25	

Source: Engineering News Record Construction Cost Index for SF Bay Area, September 2023

ATTACHMENTS:

None

Respectfully submitted by,

Sivakumar Natarajan
City of Orinda, City Engineer